

Excellence Award Applications, including supporting materials, must be postmarked by Friday, August 8, 2003 in order to be evaluated for the 2003 IAQ TFS Excellence Awards Competition.

2003 National Indoor Air Quality Tools for Schools Excellence Awards Application Form

The *IAQ TFS* Excellence Award is EPA's most prestigious IAQ award, presented only to schools and school districts that show exceptional commitment and achievement. The Excellence Award winners will be chosen through a competitive process. Applicants should demonstrate:

- Exemplary IAQ programs consistent with the U.S. EPA's *Indoor Air Quality Tools for Schools* Program
- Outstanding communications and outreach efforts (to school occupants, parents, community, etc.)
- Top-level commitment to providing a healthy and safe school environment.

Benefits of the *IAQ TFS* Excellence Award

Each 2003 *IAQ TFS* Excellence Award winner will be publicly recognized for their efforts at the 4th Annual *IAQ TFS* Symposium (to be held October 26-28, 2003 in Washington, DC).

Winners of the *IAQ TFS* Excellence Award receive:

- An engraved, crystal *IAQ TFS* Excellence Award (statue).
- A trip to Washington, DC, to receive the Award at the *IAQ TFS* Symposium (EPA will pay all expenses for one representative of each Excellence Award winning school or school district).
- Recognition on EPA's Web site and in the *IAQ TFS* Bulletin.
- Recognition through an EPA press release.
- Case Study (demonstrating their IAQ programs and achievements).
- Press Kit (with templates, facts, and contact information).

Indoor Air Quality Tools for Schools Excellence Award Application Checklist:

Congratulations, you have taken the first step in helping your school receive recognition for your great strides in IAQ improvement and dedication to a healthy teaching and learning environment. This checklist is designed to assist you as you complete the paperwork associated with the *IAQ TFS* Excellence Awards Program. Please note the specific requirements associated with the Excellence Award Category and include the mandatory information to ensure that you are submitting a thorough and complete awards application package. Good Luck!

Excellence Award

Before submitting your application for review, please refer to the following items to ensure you have a complete awards application package and that you meet the criteria of the award in which you are applying:

- ☐ Completed all contact information (school/school district name, address, phone, fax, email address, etc.) If you cannot be contacted at the school/school district during the summer months please list your alternative contact information. (Mandatory)
- ☐ Completed descriptive narrative section of the application discussing your IAQ management program and affiliation with the *IAQ TFS* Program and Kit. (This section is very crucial to the competitive process of this award—Please be thorough and make sure you answer all questions). (Mandatory)
- ☐ Submitted a letter of intent acknowledging participation in the *IAQ TFS* Program. This letter must be signed by the school's principal or superintendent to demonstrate investment and commitment. The letter must be written on school letterhead. (Mandatory)
- ☐ Demonstrated that the Great Start and Leadership awards criteria have been met. (Mandatory)
- ☐ Provided examples (if any) of materials used to promote your IAQ management plan internally to staff or externally to the parent community. Some examples of supplemental materials include:
 - T Newsletters (internal/external) addressing the new IAQ management plan for the school or school district.
 - T Article clippings from a local publication highlighting the school or school district's adoption of good IAQ practices.
 - T School Board meeting notes detailing adoption of the *IAQ TFS* Program.
 - T Tailored Power Point presentations used to educate school staff or parents.
 - T Electronic announcements inviting school personnel to IAQ Trainings.
 - T Teachers' lesson plans or student project examples pertaining to the importance of IAQ in schools.
 - T Any data tracked by the nurse relating to student absences, the number of trips to the nurse's office, the number of asthma cases, etc.). This information is best gathered before and after the implementation of the *IAQ TFS* Program.
 - T Any data tracked by the facilities, maintenance or COO relating to cost savings of implementing a pro-active IAQ Program. This information is best gathered before and after the implementation of the *IAQ TFS* Program.
 - T Examples of mentoring other schools or school districts as they implement the *IAQ TFS* Program.

Note: Supplemental materials are key for the Excellence award because it shows the U.S. EPA to what extent you are communicating the importance of IAQ in your school or school district.

Indoor Air Quality Tools for Schools Excellence Award Application Descriptive Narrative Section

To apply for this award, please submit a narrative for each of the following questions for your school or school district:

1. Describe your school/school district IAQ Management Program and how it is implemented in your school/school district. Did the *IAQ TFS* Kit assist you in your efforts? If so, how? Did you utilize the basic content of the Kit and then tailor the information to address your needs? Please specifically indicate what type of support you received from your U.S. EPA Region or from a Not-For-Profit Association.
2. Describe the road blocks (e.g., making IAQ a priority, gaining support, financing, etc.) you encountered in adopting an IAQ Management Program and how these road blocks were resolved.
3. Describe how the IAQ Coordinator Position and/or Team functioned and how their role(s) in the IAQ effort enabled the program to succeed (e.g., ability to solve problems, overcome barriers, create unique solutions to financial issues, communicate their efforts, etc.).
4. Describe the impact your IAQ Management Program has had on your school/school district teacher and student performance. Provide tangible data, if available, on the number of school absences, trips to the school nurse, asthma cases, etc. before and after implementing the *IAQ TFS* Kit.
5. Describe how communications were handled among team members, school personnel, partners, and others. Discuss ways in which these approaches addressed the IAQ concerns of all groups and educated and/or raised awareness of others about IAQ issues in the school/school district and the benefits of good IAQ. Include examples.
6. Describe how you communicated your plans and improvements to parents, local media, community, other schools and other school districts. Did you communicate your school/school district successes with the *IAQ TFS* Program? What information did you provide regarding IAQ issues in schools and benefits of good IAQ? Include examples.
7. If problems were identified which required major expenditures to resolve IAQ issues, describe the process by which you obtained approval and funding for those problems.
8. Describe any opportunities you may have used to provide assistance to others attempting to implement IAQ programs (attending meetings, participating in another school's walkthrough, speaking engagements, etc.).
9. In successfully implementing your *IAQ TFS* Program, have you worked or mentored other schools in your area as they move forward with addressing IAQ issues in their schools?

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**2002 National Indoor Air Quality
Tools for Schools Excellence Awards
Application Form**

Basic Data

Please provide the information described below. Feel free to use a separate sheet if necessary.

Name of Key Contact(s) or IAQ Coordinator	
Name of School or School District	
Address	
Phone/Fax Numbers	
E-mail Address	
*Physical Description of Building (area, layout, condition, style)	
*Construction Date	
*Description of HVAC system	
Number of Students	
History of IAQ problems/concerns	
Was the U.S. EPA or a Not-For-Profit Association involved in your IAQ TfS Program. If yes please detail assistance received and by whom.	
How your school or district became involved in IAQ	

How to Apply

Interested candidates should complete the application and attach necessary supporting materials. The application evaluation process will be based only on the submitted materials, so please be as thorough and inclusive as possible. The application form can be found on our web site at www.epa.gov/iaq/schools. For specific questions contact Michele Guarneiri at (202) 564-9099 or guarneiri.michele@epa.gov.

All applications may be submitted by U.S. Mail, facsimile, e-mail, or special delivery services (Federal Express, United Parcel Services, etc.).

U.S. Mail *ATTN: IAQ Tools for Schools Awards*
(or Special The Cadmus Group, Inc.
Delivery): 1901 North Fort Myer Drive, Suite 900
 Arlington, VA 22209
 (703) 247-6000

Facsimile: (703) 247-6001

E-Mail: awardscoordinator@cadmusgroup.com

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